



Position available: Community Engagement Summer Intern

About the Position

The Biosphere Institute of the Bow Valley is a non-profit organization with charitable status and the mission to “empower community leadership to address environmental challenges.”

We seek a **Community Engagement intern** that will support a variety of our programs and events throughout the summer in the beautiful Bow Valley!

This will be a full-time position from July 2-August 30, 2024 (flexible). The position will be based out of our office in Canmore, Alberta; given the nature of this work, the successful applicant must be physically in our office or working in the Bow Valley community for the majority of the time. Although the vast majority of hours are worked weekdays during regular office hours, the position will very occasionally work irregular hours on evenings and weekends.

Key Responsibilities

In this position you will work with our full-time Community Engagement Lead. Duties will include the following:

- Provide support to - and learn from - staff as we deliver programs in the field of wildlife, climate and other environmental topics
- Support several activities to accelerate the circular economy in the Bow Valley: our Share and Repair Fair, our Library of Things, and our Canmore Folk Music Festival Green Team, which helps the event move towards zero waste
- Use a variety of social media tools to engage Bow Valley residents and visitors in environmental stewardship
- Help organize our community square dance fundraiser, including soliciting sponsorship and silent auction items

Required Skills and Competencies

The ideal candidate will have experience in:

- community engagement on environmental topics or related
- digital engagement and content creation
- volunteer and event management

The ideal candidate will demonstrate competencies in the following areas:

- strong written and oral communication skills
- strong organizational skills
- ability to prioritize and multi-task across multiple projects
- technological skills including Microsoft Office, Google Drive, Canva and Hootsuite
- familiarity with creating content for Facebook Instagram and LinkedIn
- sensitivity and receptivity to diverse backgrounds, views and ways of knowing
- ability to work independently with a consistently high degree of quality and detail



To be eligible, you must:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- be able to work full-time (at least 30 hours per week); and
- have a valid Alberta Class 5 drivers license (optional).

To apply for this position, please send a single file containing a cover letter and resume to tanya@biosphereinstitute.org before midnight on June 2, 2024 with "Community Engagement Intern Application" in the subject line of the email.

Application submission via e-mail is preferred, however alternative methods of submission such as in-person and video will be accepted. Receipt of submissions will be acknowledged, only those selected for an interview will hear from us subsequently. Sorry, due to staff workload we'll ask that you refrain from sending us inquiries about this job posting.

Compensation

- Salary is \$19-22/hour commensurate with age and experience.

Relevant deadlines:

- Application deadline: midnight on June 2, 2024
- Position timeline: July 2, 2024 until the end of August (flexible)

The Biosphere Institute of the Bow Valley is committed to building a workplace where everyone can succeed and belong. As a Signatory to the Bow Valley Workplace Inclusion Charter, we are committed to ensuring a diverse, equitable, and inclusive team environment, and to considering applicants who identify as part of an equity-seeking group including people of colour, Indigenous people, 2SLGBTQIA+ people, youth, and people with disabilities. We value a wide range of skills, experiences, and backgrounds and encourage all qualified candidates to apply. We encourage applications from equity-seeking groups, and wish to eliminate barriers for applicants: if you need accommodation during the application or interview process, please let us know and we will work hard to make this accommodation if our capacity permits it.